| King County | Department of Adult and Juvenile Detention<br>Adult Divisions<br>General Policy Manual | |
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| | **Chapter 3**<br>**Safety and Emergency Procedures** | |
| **3.02.004, Emergency Response** | Approved By: | Director John Diaz |
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**Purpose**
To establish a system for emergency responses.

**Policy**
It is the policy of this Department to provide immediate response and resolution to all emergency situations.

**References**
DAJD Policies: 1.03.010, Critical Incident Response
3.02.002, Incident Command System
C2 [redacted]
4.03.014, Use of Force
Other: Hammer v. King County

**Definitions**
**Available Officers:** Those Officers who, at the time of a code emergency, are C2 [redacted]

**Code C2 :** Staff needs help or assistance. Most commonly used to announce a physical altercation between inmates, but also includes all emergencies of any type other than code C2 , C2 or C2
**Code C2 :** Major disaster or catastrophe only; major emergency with possible death or serious injury to numerous inmates or jail personnel or property.
**Code C2 :** Riot, hostage situation or escape.
**Code C2 :** Fire or smoke only.
**Critical Incident Coordinator (CIC):** Coordinates the rapid response to a critical incident and organizes defusings or debriefings following critical incidents to any DAJD staff requesting assistance.
**Critical Incident Defusing (CID)**: A post incident defusing designed to lessen the overall impact of an event and to accelerate recovery. The purpose of the debriefing is for staff to discuss how the event may have affected the employee; the goal is to identify emotional effects and dispel feelings of abnormality.
**Dedicated post:** A post that is staffed at all times except in extreme emergencies (as defined by Hammer v. King County).

**Disaster:** Any incident, which results in multiple human injuries or fatalities, disruption of essential operations or services that may require an increased allocation of personnel, equipment or supplies.
**Portable Orders for Life Sustaining Treatment (POLST) Order:** An order signed by a medical provider for patients with an advance progressive or terminal illness that specifies the care the person would like in an emergency medical situation.
**Duty Sergeant:** The Sergeant in charge of the area where the emergency is occurring.
**Emergency:** Any incident that requires responsive action to protect life, property or security of the facility.
**Incident Command Center (ICC):** An area, designated by the IC, as the location at which primary logistics functions for an incident are coordinated and administered.
**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the order and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
**Incident Command System (ICS):** A nationally recognized model for command, control and coordination of emergency response that provides a means to organize the efforts of multiple agencies who work towards the common goal of stabilizing an incident.
**Medical Status:** An announcement made over the all call system or radio to inform staff of a medical emergency.
**Medical Status C2 :** Minor injuries. These injuries may include, but are not limited to: small cuts, abrasions, sprains or other relatively minor injuries.
**Medical Status C2 :** Serious injury which may include: head or back injury, seizure, chest pains or broken bones.
**Medical Status C2 :** Severe or life-threatening emergency which may include major trauma, heavy bleeding, cardiac or respiratory arrest.
**Non-essential movement:** Any movement that is not related to the emergency.
**Second call:** The second announcement of medical status or emergency code to inform uniformed staff additional responders are needed.

## A. General Guidelines

1. Central Control Officers will use emergency codes to announce all emergencies.
2. An officer assigned to a dedicated post will leave that post without relief only when:
   a.
   b.
   c. C2
3. Staff shall use plain language, remain calm, and speak slowly and distinctly when reporting and announcing emergencies.
4. C2 uniformed staff responding to emergencies outside the secured perimeter will C2 .
5. During emergency codes and medical statuses, staff shall limit non-essential movement throughout the facility and cease all inmate movement until emergency is cleared or ordered otherwise by a Sergeant or Shift Commander.
6. Central Control Officers C2

7. If necessary, the Shift Commander shall establish an ICC, until or unless relieved by a higher authority. For the various positions, responsibilities and procedures inherent in an ICS refer to Department policy 3.02.002 Incident Command System.
8. Non-uniformed staff shall stand clear at emergency scenes until uniformed staff resolve the emergency and are advised that it is safe to enter. However, non-uniformed staff members may be called upon to assist with duties during a major incident.
9. During emergencies, staff shall remain off radios and phones unless they are reporting updated information about the existing emergency, a different emergency or as directed by a supervisor.
10. The Duty Sergeant will coordinate with JHS staff to determine the mode of transportation for inmates who need to be seen at or transferred to an outside medical facility.
11. The Shift Commander shall initiate post incident debriefings, as appropriate. All staff members directly involved in the incident shall be required to attend.
12. Staff shall promptly document their emergency response via the Chain of Command.
13. Central Control Officers will expedite JHS staff response to the scene of emergency codes or to the ICC.
14. The death of an inmate who, as determined by JHS, has a valid POLST order to allow a natural death, does not require an emergency response, but all other in-custody death investigation provisions remain in place (see policy 3.02.014, Inmate Death Investigations).
15. The Department and JHS will work collaboratively to develop an individualized response plan for each inmate who has a POLST order in place.

## B. Emergency Codes and Responses

### 1. Code C2

C2 ):

C2

C2

C2

At MRJC and KCCF:

a. The Duty Sergeant shall:

C2

2. **Code** C2

C2

C2

C2

C2

At MRJC and KCCF:

a. A Sergeant shall directly supervise the emergency site and situation.
b. The senior Sergeant shall assume command at the ICC until relieved by the Shift Commander.
c. The Shift Commander shall:
   1) Establish an ICS, as appropriate.
   2) Assume the role of IC.
   3) Notify the facility Major, Commander, JHS supervision, AFIS and FMD/Courthouse Security.
   4) Clear the Code C2 when the emergency has been resolved.

3. **Code** C2
Response C2 :

C2

C2

C2

C2

C2 :

C2

At MRJC and KCCF:

a. The Duty Sergeant shall:
   1) Respond to the emergency and provide direction to staff. Additional Sergeants will assist, as necessary.
   2) Coordinate the on-scene activities with responding emergency services (EMS) personnel.
   3) Clear the emergency code when the situation has been resolved.
b. The Shift Commander shall:
   1) Support the Duty Sergeant in responding to the emergency.
   2) Evaluate the need to establish an ICS.
   3) Notify the facility Major and Commander, JHS supervision, AFIS and FMD/Courthouse Security.

**4. Code** C2
Response C2 :

C2

C2 :

C2

At MRJC and KCCF:

a. Sergeants shall:
   1) Respond to the emergency and provide direction to staff. Additional Sergeants will assist, as necessary.
   2) Coordinate the on-scene activities with responding emergency services personnel.
   3) The senior Sergeant shall assume command at the ICC until relieved by the Shift Commander.
b. The Shift Commander shall:
   1) Establish an ICS.
   2) Assume the role of IC.
   3) Clear the emergency code when the situation has been resolved.
   4) Notify facility Major and Commander, JHS supervision, AFIS and FMD/courthouse security.

## C. Medical Emergencies

### 1. Medical Status C2

Response at MRJC and KCCF:

a. C2 officer shall respond to the area of the emergency to help coordinate JHS staff response and movement of inmates.
b. Staff at the scene shall clear the medical status C2 when the emergency has been resolved.

### 2. Medical Status C2

Response at MRJC and KCCF:

a. C2 officers and/or C2 officers will respond to the scene.
b. The duty Sergeant shall:

1) Respond to the scene and provide direction to staff
2) Coordinate with JHS staff, as necessary
3) Coordinate with EMS personnel, as necessary
4) Arrange for an armed escort, as necessary
5) Clear the medical status two when the emergency has been resolved

**3. Medical Status** C2

Response at MRJC and KCCF:

e. The Shift Commander shall respond to the scene.

**4. Medical Emergencies - Court Detail**

Response at MRJC and KCCF:

C2

C2

## D. At MRJC and KCCF - Staff Response at the Scene

4. The Duty Sergeant shall:
   a. Respond to the emergency and direct the response, coordinating with JHS staff and others as necessary. Other Sergeants will assist, as needed.
   b. If the incident involved a crime or substantial injury:
      1) Contact the appropriate investigator.
      2) Assign an officer to protect evidence and preserve the scene by following Department policy, Evidence Collection and Storage, 4.01.021.
   c. Keep the Shift Commander apprised of the situation.
   d. Clear the emergency code when the situation has been resolved.
   e. Collect, review, prepare, and forward all applicable paperwork to the Shift Commander prior to the end of shift.
5. The Shift Commander shall:
   a. Respond to the emergency, as necessary.
   b. Refer to Department policy 1.03.010, Critical Incident Response.
   c. Confer and consult with the CIC regarding the need for a post Critical Incident Stress Debriefing.
   d. Review and forward all applicable paperwork to the Facility Major's office,

## E. Central Control Officer Duties - At MRJC and KCCF

1. The Central Control Officer(s) shall:
   a. Determine the proper emergency code and/or medical status and make the announcement via the all call system and radio, including the specific location.
   b. If requested, a second call may be announced.
   c. Direct responding staff.
   d. When clearing an emergency code or medical status, repeat the original announcement followed by the words "All clear." Repeat this once.

e. When outside Emergency Medical Services (EMS) personnel are needed to assist or transport:
   1) As appropriate, call 911 and report the emergency or call the ambulance company.
   2) Announce over the public address system, "Attention in the facility, EMS personnel will be responding to the facility."
   3) When clearing an emergency code where EMS personnel have responded to the

C2 [redacted]

**F. Court Detail Emergency Response Codes -** C2 [redacted]

C2 [redacted]

**G. Announcing Court Detail Emergency Response Codes via Radio -** C2 [redacted]

C2 [redacted]

4. Collect, review, prepare, and forward all applicable paperwork to the Court Detail Commander prior to the end of shift.
   a. Central Control Officers shall monitor the Court Detail radio and provide assistance as necessary or as requested.